

Accessing Applications Using eGrants — External Reviewers

Below are step-by-step instructions for External Reviewers to access the applications assigned to your panel through eGrants.

Step 1 – Enter eGrants

- 1a.** Go to the CNCS web site: www.nationalservice.gov. Scroll down to the bottom of the page and click on the blue **'eGrants'** button.

1a. →

The screenshot shows the homepage of the Corporation for National & Community Service. At the top, there is a 'State' section with a map of the United States and a 'Read More' button. Below this is a navigation bar with three buttons: 'eGrants' (highlighted with a blue arrow from step 1a), 'Funding Opportunities', and 'System Operating Status'. Below the navigation bar are social media icons for Facebook, Twitter, YouTube, and Email. At the bottom, there is a footer section with the organization's logo, 'United We Serve', and several columns of links including Programs, Focus Areas, Site Policies and Notices, and USA.gov links.

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1b. In the next screen, click on the blue **'eGrants Log-in'** button.

1b.

The screenshot shows the eGrants website. At the top is the Corporation for National & Community Service logo and a search bar. Below the logo are three buttons: 'SERVE your community', 'BUILD your capacity', and 'IMPACT on our nation'. A navigation bar contains links: 'About CNCS', 'Newsroom', 'Programs', 'Focus Areas', 'Special Initiatives', and 'National Service Blog'. Social media icons for Facebook, Twitter, YouTube, and Email are also present. A breadcrumb trail reads 'Home » Build Your Capacity » Grants'. The main content area is titled 'Build Your Capacity' and 'eGrants'. On the left, a sidebar lists various links, with 'eGrants' highlighted in green. An arrow points from the '1b.' label to the 'eGrants Log-in' button in the sidebar. The main content area describes eGrants as an online system for automating the grants process and lists several functions: submission and tracking, online peer review, negotiating and awarding grants, managing grants and agreements, creating and editing recruitment listings, selecting applicants, approving project transportation forms, and financial status reporting. Below this is a link to a tutorial and a section for 'eGrants Help Desk Information' with phone and online contact details.

Corporation for
**NATIONAL &
COMMUNITY
SERVICE** ★★ ★

SERVE your community > **BUILD** your capacity > **IMPACT** on our nation >

About CNCS Newsroom Programs Focus Areas Special Initiatives National Service Blog

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Build Your Capacity

Grants

Applying for AmeriCorps State and National Grants

Funding Opportunities

Managing AmeriCorps Grants

Managing Senior Corps Grants

eGrants

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eGrants Log-in

eGrants is an online system designed to automate the entire grants and project management process from application to closeout, which includes:

- Submission and tracking grant applications and concept papers.
- Online grant application peer review.
- Negotiating and awarding grants and cooperative agreements,
- Managing grants and cooperative agreements including processing amendments, and continuations.
- Creating, submitting and editing your recruitment listings.
- Selecting applicants and searching for applicants.
- Approving project transportation (V-81) forms (VISTA only).
- Financial Status and Progress Reporting.

Here is a [tutorial](#) that explains how to create and manage an eGrants account.

eGrants Help Desk Information

Phone: 1-800-942-2677
Online: [National Service Hotline](#)

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- 1c. Enter your User Name and Password into the respective fields.
- 1d. Click on **'Login to eGrants'** at the bottom of the page.
If you are unable to enter eGrants, contact the National Service Hotline at https://questions.nationalservice.gov/app/ask_eq or call 1-800-942-2677.
- 1e. If you suspect you may have speed issues, you can check the **'Click here to disable the pictures'** box, to help your screens to open and load faster.

The screenshot shows the eGrants login interface. At the top left is the Corporation for National & Community Service logo. To its right is a photo of two women smiling. Below the logo, the word "eGRANTS" is displayed in large white letters on an orange background. The main login area has an orange header with the word "LOGIN". Below this, there are two input fields: "User Name" and "Password", each with a small question mark icon to its right. Below the password field is a checkbox labeled "Remember me". Underneath the login fields are three links: "Forgot your password? Get help", "Don't have an eGrants account? Create an account", and "View system rules of behavior". A large block of text follows, detailing system security and user agreement. At the bottom of this text block is a green button labeled "Login to eGrants". Below the login button is a checkbox labeled "Click here to disable the pictures".

Annotations on the right side of the screenshot:

- 1c. An arrow points to the "User Name" input field.
- 1d. An arrow points to the "Login to eGrants" button.
- 1e. An arrow points to the "Click here to disable the pictures" checkbox.



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Step 2 – Obtain Applications

To obtain your assigned applications

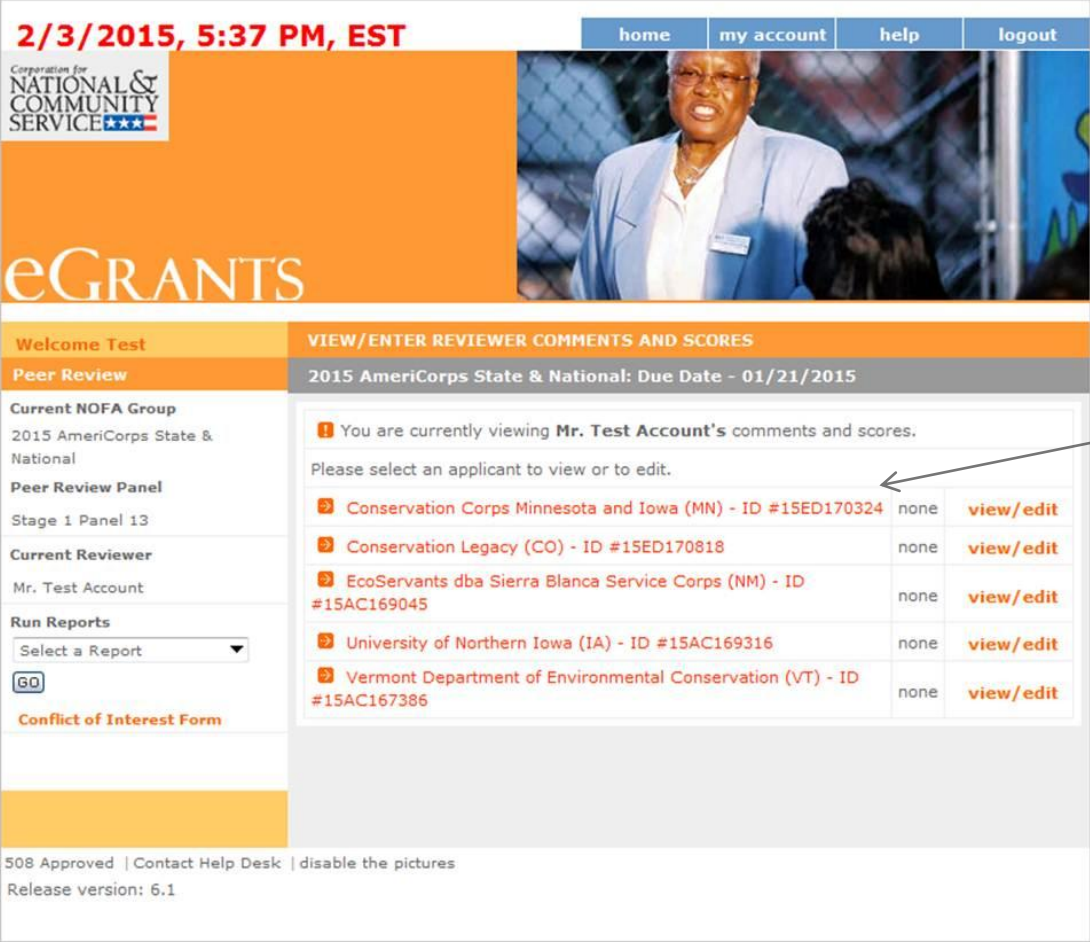
- 2a.** Under 'Current NOFA Review Panel', select the competition for which you're serving as a Reviewer.

2a |

Current NOFA Review Panel	
 2015 AmeriCorps State & National (stg P1 pnl #13)	review individual
Previous NOFA Review Panels	
 Social Innovation Fund FY 2014 (Panel #8)	

- 2b.** This should lead you to a list of your assigned applications.

2b.



The screenshot shows the eGrants system interface. At the top, there's a header with the date and time '2/3/2015, 5:37 PM, EST' and navigation links: 'home', 'my account', 'help', and 'logout'. Below the header is a banner with the 'eGrANTS' logo and a photo of a woman. The main content area is divided into two columns. The left column contains a sidebar with 'Welcome Test', 'Peer Review', 'Current NOFA Group' (2015 AmeriCorps State & National), 'Peer Review Panel' (Stage 1 Panel 13), 'Current Reviewer' (Mr. Test Account), and 'Run Reports' (Select a Report). The right column is titled 'VIEW/ENTER REVIEWER COMMENTS AND SCORES' and shows '2015 AmeriCorps State & National: Due Date - 01/21/2015'. It contains a message: 'You are currently viewing Mr. Test Account's comments and scores. Please select an applicant to view or to edit.' Below this is a table of applicants:

Applicant	ID	Score	Action
Conservation Corps Minnesota and Iowa (MN)	#15ED170324	none	view/edit
Conservation Legacy (CO)	#15ED170818	none	view/edit
EcoServants dba Sierra Blanca Service Corps (NM)	#15AC169045	none	view/edit
University of Northern Iowa (IA)	#15AC169316	none	view/edit
Vermont Department of Environmental Conservation (VT)	#15AC167386	none	view/edit

At the bottom of the page, there's a footer with '508 Approved | Contact Help Desk | disable the pictures' and 'Release version: 6.1'.

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Step 3 – Download Applications

3a. Click on the link to the specific application you want to download.

The screenshot displays the eGrants web application interface. At the top, a timestamp reads "2/3/2015, 5:37 PM, EST" and navigation links for "home", "my account", "help", and "logout" are visible. The left sidebar contains a "Welcome Test" section, a "Peer Review" section with a "Current NOFA Group" of "2015 AmeriCorps State & National", and a "Peer Review Panel" with "Stage 1 Panel 13". The "Current Reviewer" is listed as "Mr. Test Account". Below this is a "Run Reports" section with a dropdown menu set to "Select a Report" and a "GO" button. A "Conflict of Interest Form" link is also present. The main content area is titled "VIEW/ENTER REVIEWER COMMENTS AND SCORES" and shows a table of applications for the "2015 AmeriCorps State & National" group, with a due date of "01/21/2015". A message at the top of the table states: "You are currently viewing Mr. Test Account's comments and scores. Please select an applicant to view or to edit." The table lists five applicants, each with a "view/edit" link. An arrow points from the label "3a." to the "view/edit" link for the first applicant, "Conservation Corps Minnesota and Iowa (MN) - ID #15ED170324".

VIEW/ENTER REVIEWER COMMENTS AND SCORES		
2015 AmeriCorps State & National: Due Date - 01/21/2015		
1 You are currently viewing Mr. Test Account's comments and scores. Please select an applicant to view or to edit.		
2 Conservation Corps Minnesota and Iowa (MN) - ID #15ED170324	none	view/edit
2 Conservation Legacy (CO) - ID #15ED170818	none	view/edit
2 EcoServants dba Sierra Blanca Service Corps (NM) - ID #15AC169045	none	view/edit
2 University of Northern Iowa (IA) - ID #15AC169316	none	view/edit
2 Vermont Department of Environmental Conservation (VT) - ID #15AC167386	none	view/edit

508 Approved | Contact Help Desk | disable the pictures
Release version: 6.1

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- 3b.** Then after you are in the screen for that specific application, look to the **left-hand side** of the screen. Under **'Run Reports'**, you will see several reports listed. For the 2015 AmeriCorps Review, you only need to access the main application narrative (the 424). Select **'424 Face Sheet'** from the drop down menu, then click **'go'**.

The screenshot shows the eGrants system interface. At the top, there is a header with the date and time '2/3/2015, 5:41 PM, EST' and navigation links for 'home', 'my account', 'help', and 'logout'. Below the header is a banner image of AmeriCorps members working on a construction project. The main content area is divided into two columns. The left column contains a sidebar with sections: 'Welcome Test', 'Peer Review', 'Current Application' (Conservation Corps Minnesota and Iowa), 'Current Reviewer' (Mr. Test Account), 'Run Reports', and 'Conflict of Interest Form'. The 'Run Reports' section has a dropdown menu with '424 Face Sheet' selected and a 'GO' button. The right column displays the application details for 'Conservation Corps Minnesota and Iowa - ID #15ED170324', including a 'Go to Other Applications' dropdown, a message about viewing Mr. Test Account's categories and scores, and an 'Overall Comments' section with an 'edit' button. A callout box labeled '3b.' points to the 'Run Reports' dropdown menu, which is expanded to show a list of reports: '424 Face Sheet', 'Select a Report', 'Consensus Report', 'Consensus Worksheet', 'Reviewer Worksheet', 'Reviewer Worksheet All', '424 Face Sheet' (highlighted), 'Aggregate Budget Narrative', 'Budget', 'Aggregate Budget (Summary) Report', 'Budget Narrative', 'Subsidy Budget (Summary) Report', 'Subsidy Budget Narrative', and 'Funding Summary Chart'.

This will open the 424 Face Sheet report in a separate window using Adobe Acrobat Reader. You may save the application to your hard drive, or you may print it.

To print, click on the Printer icon on the Adobe screen toolbar.

To save, click on the grey Disk icon on the Adobe screen toolbar.

Follow this procedure for each of the applications assigned to your panel.